

ROUTING AND TRANSMITTAL SLIP

7/7

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CHAPS		
2.		
3.		
4.		

5.	Action	File	Note and Return
	Approval	For Clearance	Per Conversation
	As Requested	For Correction	Prepare Reply
	Circulate	For Your Information	See Me
	Comment	Investigate	Signature
	Coordination	Justify	

REMARKS

action on the part of SOT.

FTE FILE



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.



SUBJECT: On Board Strength and FTE

2. We in S&T and the Agency as a whole also face difficulties with respect to full-time permanent employment levels. As a directorate we are now in a situation where we can only EOD someone when we can also firmly project a vacancy. It is our strong desire to maintain a flow of new employees into the Agency through the Office of Personnel's recruitment program. Whenever possible, therefore, as we replace people over the next three months, we believe it prudent to hire new employees into the directorate. We, therefore, ask that each office watch projected gains and losses carefully. In addition, the following procedures are directed:

A. The issuance of Vacancy Notices may continue. However, individuals selected may not be brought on board until 4 October. Personnel previously selected that have not yet reported should have their reporting-in-date renegotiated to 4 October.

B. The EOD of all new personnel will require Directorate approval.

We hope that we will be able to manage our overall personnel situation so as to result in minimal inconvenience. Exceptions will be made when they are clearly in our overall interest. Please forward all requests for action or exception to the Chief, Administrative Staff.

~~Leslie C. Dirks~~

Attachment:  
As stated

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